

Job Training Automation System Welfare-to-Work Users Guide

Prepared By
Workforce Investment Division
June 2000

Job Training Automation System Welfare-to-Work Users Guide

Table of Contents

Chapter 1	Introduction	5
	Function Keys for Welfare-to-Work Users	8
Chapter 2	Enter WtW Registration Form (EWRF)	10
	Line Item Instructions	11
	EWRF Entry Screens	17
Chapter 3	Enter WtW Enrollment Form (EWEF).....	18
	Line Item Instructions	18
	Function Keys	21
	EWEF Entry Screen	21
Chapter 4	Enter WtW Monthly Activity Form (EMAF)	22
	Line Item Instructions	22
	Function Keys	24
	EMAF Entry Screen	25
Chapter 5	Enter WtW Employment Record Form (EWER)	26
	Line Item Instructions	26
	Function Keys	29
	EWER Entry Screen	30
Chapter 6	Enter WtW Termination Form (EWTF)	31
	Line Item Instructions	31
	Function Keys	32
	EWTF Entry Screen	32
Chapter 7	Enter WtW Follow-Up Form (EWFF)	33
	Line Item Instructions	33
	Function Keys	36
	EWFF Entry Screen	36
Chapter 8	Load WtW Data From Local System	37
	General Instructions for Load Programs	37
	File Layout Examples.....	39

Chapter 9	Enter WtW Grant Code (EWGC)	44
	Line Item Instructions.....	44
	Function Keys	45
	EWGC Entry Screen.....	45
	EGC Entry Screen.....	46
Chapter 10	Print WtW Participant Report (PWPR)	47
	Line Item Instructions.....	47
	Function Keys	49
	PWPR Entry Screen	49
	PWPR Report Layout.....	50
Chapter 11	Extract WtW Participant Report (XWPD)	52
	Line Item Instructions.....	52
	Function Keys	52
	XWPD Entry Screen	53
Chapter 12	Print WtW Registration Listing (PWRL)	54
	Line Item Instructions.....	54
	Function Keys	54
	PWRL Entry Screen.....	55
	PWRL Report Layout.....	56
Chapter 13	Print WtW Client Action Report (PWAR)	57
	Line Item Instructions.....	57
	Function Keys	58
	PWAR Entry Screen	58
	PWAR Report Layout.....	59
Chapter 14	Print WtW Status Roster (PWSR)	60
	Line Item Instructions.....	60
	Function Keys	61
	PWSR Entry Screen	62
	PWSR Report Layout.....	63
Chapter 15	Print WtW Registration Form (PWRF)	64
	Line Item Instructions.....	64
	PWRF Entry Screen.....	64
	PWRF Report Layout.....	65

Chapter 16	Print WtW Enrollment Form (PWEF)	66
	Line Item Instructions	66
	Function Keys	66
	PWEF Entry Screen	67
	PWEF Report Layout	67
Chapter 17	Print WtW Employment Records (PWER)	68
	Line Item Instructions	68
	Function Keys	68
	PWER Entry Screen	68
	PWER Report Layout	69
Chapter 18	Print WtW Termination Form (PWTF)	70
	Line Item Instructions	70
	Function Keys	70
	PWTF Entry Screen	71
	PWTF Report Layout	71
Chapter 19	Print WtW Monthly Activity Report (PMAR)	72
	Line Item Instructions	72
	Function Keys	73
	PMAR Entry Screen	73
	PMAR Report Layout	74
Chapter 20	Print WtW Follow-Up Report (PWFI)	75
	Line Item Instructions	75
	Function Keys	76
	PWFI Entry Screen	76
	PWFI Report Layout	77
Chapter 21	Print WtW Summary Follow-Up Report (PWFS)	78
	Line Item Instructions	78
	Function Keys	78
	PWFS Entry Screen	79
	PWFS Report Layout	79
Chapter 22	Print WtW Base Wage Report (PWBG)	80
	Line Item Instructions	80
	Function Keys	81
	PWBG Entry Screen	81
	PWBG Report Layout	81

Introduction

This chapter provides an introduction to the Welfare-to-Work (WtW) module of the Job Training Automation (JTA) system.

The JTA system includes a module to track clients who are participating in the California WtW program. This module allows the entry of a registration, enrollment, employment record, termination, and follow-up. Training and service hours and dollars are tracked using the Monthly Activity form.

The WtW module will appear on the JTA main menu:

- | | | |
|----|-------|------------------------------|
| 1 | MOM | Operations Management |
| 2 | MPE | Performance Evaluation |
| 3 | MSR | State Reporting |
| 4 | MSM | System Set-up and Management |
| 5 | MCM | Cash Management |
| 6 | MCR | Canned Reports |
| 7 | MSQLA | SQLAssist |
| 8 | MCAR | Custom Ace Reports |
| 9 | MWTW | Welfare-to-Work |
| 10 | MWIA | Workforce Investment Act |

The WtW module will have three sub-menus:

- | | | |
|---|------|-------------------------------|
| 1 | MWSC | Welfare-to-Work Entry Screens |
| 2 | MWLD | Welfare-to-Work Loads |
| 3 | MWRP | Welfare-to-Work Reports |

The three sub-menus contain the following programs:

- | | | | |
|------------------------------|---|------|----------------------------------|
| WtW Entry
Screens | 1 | EWRF | Enter WtW Registration Form |
| | 2 | EWEF | Enter WtW Enrollment Form |
| | 3 | EMAF | Enter WtW Monthly Activity Form |
| | 4 | EWER | Enter WtW Employment Record Form |
| | 5 | EWTF | Enter WtW Termination Form |
| | 6 | EWFF | Enter WtW Follow-up Form |
| | 7 | EWGC | Enter WtW Grant Code |

WtW Loads

1	LWRF	Load WtW Registration Form
2	LWEF	Load WtW Enrollment Form
3	LWAF	Load WtW Monthly Activity Form
4	LWER	Load WtW Employment Record Form
5	LWTF	Load WtW Termination Form

WtW Reports

1	PWPR	Print WtW Participant Report
2	PWSR	Print WtW Status Roster
3	PWAR	Print WtW Client Action Report
4	PWRL	Print WtW Registration Listing
5	PWRF	Print WtW Registration Form
6	PWEF	Print WtW Enrollment Form
7	PWER	Print WtW Employment Records
8	PWTF	Print WtW Termination Form
9	PMAR	Print WtW Monthly Activity Form
10	PWFS	Print WtW Summary Follow-Up Report
11	PWFI	Print WtW Follow-Up Report
12	PWBG	Print WtW Base Wage Report

In addition to the WtW Reports available through the WtW menu, there is another report which can be found on the State Reporting Menu:

3	MSR	State Reporting
1	PJ 10	Participation and Termination Summary
	↓	
10	XWPD	Extract WtW Individual Participant Data

This WtW Users Guide will provide instructions for using the entry screens and load programs, and for printing the reports contained in this module.

Document Flow When a client initially applies for the WtW program, the Service Delivery Areas (SDA) will complete a registration form to gather demographic and eligibility data about the client. It is possible that a claimant's characteristics may change while s/he is a WtW participant. The registration form can be updated to expand a participant's eligibility.

Once the client has been determined eligible for the program, an enrollment will be entered into the JTA system. This program differs from the Job Training Partnership Act (JTPA) program in that a client will have only one enrollment for each WtW program type.

***Document Flow
(continued)***

A Monthly Activity form will be filled out for a client every month in which there are services provided. This form is used to track the hours per week the client participated in training activities or received services and the dollar amounts expended for these activities and services.

The Employment Record form will be completed to track the client's employment. Multiple employment forms may be entered for a client as he or she moves from one job to another while participating in the WtW program.

A Termination form will be completed once the client completes his or her participation in the WtW program or if enrollment in one WtW program is complete and the client is to be transferred to another program type or another funding source. The registration cycle ends when there are no open enrollments in the system.

Finally, a follow-up may be done by the SDA, if desired. This is an optional form and entry screen.

Load Programs

The WtW module includes programs that will allow the SDA to load information from local case management systems into the WtW module of the JTA system. The data must meet formatting and editing requirements as specified in Chapter 8 of this guide.

Function Keys for WtW Users

The following chart provides a summary of function keys that are operational in the WtW module. Note that the function key **<F10>** provides an on-line type of help for these functions.

[F1]	Help	Calls a scrolling window with a choice list showing help for the field in which cursor is placed. For example, with the cursor on the ethnicity field, <F1> will show all available ethnicity codes.
[F2]	Clear	Clears all fields of the current screen.
[F3]	Exit	Exits from the current screen to the previous screen. May not be used if entry has been made on the screen without filing the data or if changes have been entered but not filed. To exit without saving changes, use <F2> to clear, then <F3> to exit.
[F4]	Go To	Used to move cursor from present field to another field within a form. Press <F4> and enter field number or text to match.
[F5] or [F11] 5	File	Writes the record to the database, assuming all edits and other constraints have been met.
[F6]	Delete	Deletes a record from the database, assuming no reporting period constraints exist.
[F7]	Previous Screen	In a multiple screen process, returns to the previous screen.
[F8]	Next Screen	In a multiple screen process, moves cursor to the next screen.
[F9]	Next	Moves cursor up the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.
[F10]	Function Key Menu	Displays a window of Function keys and allows user to scroll through and select desired function. Using <F10> again closes the window.
[F11] or SHIFT [F1]	Previous Logical Process	Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen.
[F12] or SHIFT [F2]	Next Logical Process	Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen.

SHIFT [F3]	Exit to Main	Exits directly to the Main Menu.
SHIFT [F4]	Conditional Operators Help	Displays a help window for conditional operators, i.e. >, <, %. Only available on print report screens where choices can be made regarding grant codes, agency codes, etc.
SHIFT [F5]	Redraw Screen	Redraws the screen, including any information that was entered on the screen.
SHIFT [F6]	Switch	(This key has no functionality in Welfare-to-Work (WtW)).
SHIFT [F7]	Client History	When used on an entry screen, displays client history for the client whose data is on the screen.
SHIFT [F8]	Clear Field	Clears field from which the function was called, and in some cases, the related fields.
SHIFT [F9]	Restore	Restores and displays original data to all fields after data is changed but not filed.
SHIFT [F10]	Print Screen	Prints the terminal/monitor screen display.

Enter WtW Registration Form

This chapter provides instructions to enter a registration for a Welfare-to-Work (WtW) client.

The Enter WtW Registration form (EWRF) program allows the entry of client eligibility data for the purpose of registering clients and establishing client eligibility. A client may have more than one registration on file, but only one registration can be active during an enrollment cycle. While only one registration is active at any one time, more than one enrollment may be linked to that registration. During the entry of a Registration form process, the Job Training Automation (JTA) system will use the client's social security number to determine if an active registration and/or enrollment without a termination exists in the system.

The entry program consists of two screens. As each screen is completed, the program will take you to the next screen. The <F7> and <F8> function keys may be used to move between the screens. Sample EWRF entry screens are shown at the end of this chapter.

Field Requirements for Filing a Registration Form

A registration does not need to be entered completely before it may be filed. Partial registrations can be filed, but an enrollment cannot be entered against a registration until it has been entered completely and error-free.

Fields Required to File a Registration: 01-03, 13-16, and 18-40

These fields are required and must be completed before a record can be added (filed). If these required fields are incomplete or contain errors, the Registration form will be considered incomplete. The system will not allow entry of the Enrollment form until the registration form is completed and filed in the system.

Note for State Match: The system will verify eligibility when the registration is filed in the system. If the client will be enrolled in a State Match program the system will allow you to enter an enrollment for this client if the State Match field is entered with **1** for Yes and Enter WtW Enrollment form (EWEF) Program Type is **7**.

Note for Federal Competitive Grantees: The system will not verify eligibility for Federal Competitive Grantees who wish to enroll their clients in Program Type 5 or 6 under the new federal amendments. Since eligibility requirements for these clients changed in January 2000, the WtW module is not yet able to verify eligibility but a

registration may be entered and eligibility code “Y” or “Z” may be used to enroll these clients.

Line Item Instructions

The following are line item instructions for the Registration form. These instructions are intended to assist you with entry of this form. These instructions are not intended to provide information on the completion of the client forms. For detailed instructions on completing client forms, please refer to the *WtW Client Forms Handbook*.

01 Application Number	<p>This is the preprinted number on the Registration form. If the registration does not have a preprinted number, the number may be auto-generated. To auto-generate a number, press [Enter/Return]. You will be asked if the number should be auto-generated. If the response is Y, a number will be generated when the record is filed.</p> <p>If this is a new application, the word “ADD” will appear in the upper right-hand corner of the screen. If this is an existing application, either the word “UPDATE” or “VIEW” will appear, depending upon your security level.</p> <p>When a record is opened in “UPDATE” mode, the record will be locked and only the person updating that record will have access to the record. If another user attempts to access the record, any changes the second user makes will be lost.</p>
02 Social Security Number	<p>Enter the client’s social security number. This is a required entry for this field. The system will not allow the entry of a pseudo social security number.</p>
03 Application Date	<p>Enter the date of the application. Enter in the format of MMDDYY. Dashes or vertical bar () delimiters are not required. The system will convert the date from MMDDYY format to MM/DD/YYYY for display.</p> <p>If the date on this application is earlier than any other applications on file for this client, you will see the following error message:</p> <p>“New Record may not be entered. View history? (Y/N)”</p> <p>This error indicates that a new application may not be entered. An existing registration exists for this client.</p> <p>Enter Y if the history for this client is to be viewed for verification. The program will retrieve the history screen and display existing data.</p> <p>Enter N if you want to clear the existing screen and return to the first field, Application Number.</p>

03 Application Date (continued)	If there are open case records on file for the client, the entry of this application will not be allowed. Paperwork must be entered in date order. If the case records are after the date of this application, the case records must be deleted before this application may be entered. If the dates on the case records are prior to the date of this application, the cases must be terminated, using the Enter WtW Termination screen, before this application may be entered into the system.
04 Last Name	Enter the client's last name. If the client has a previous application on file and is using a different last name, you will be asked if the client's last name should be changed.
05 First Name, Middle	Enter the client's first and middle name if provided. If the client has a previous application on file and is using a different first name, you will be asked if the client's first name should be changed.
06 Street Address	Enter the client's residence street address. If this item is left blank, the mailing address must be entered. City, State After the ZIP code has been entered, the city and state will be displayed in these two fields.
07 ZIP Code	Enter the ZIP code for the client's residence address. A lookup table will appear with the city for that ZIP code. If the correct city is displayed, use your arrow key to highlight the city, press [Enter/Return] , and the city and state will be filled in automatically. If the correct city is not displayed, select the "edit" option. This will allow you to enter the new city for the selected ZIP code. The cursor will then move to the next part of the ZIP code, a four-digit field. If the four-digit code is known, enter it here or leave it blank by pressing the [Enter/Return] key.
08 Residence Phone	Enter the client's residence phone number. This may be entered without an area code if it is the same as the default area code defined by your Service Delivery Area (SDA). See program Enter System Functions Table (ESFT) for details on setting the default area code for your SDA. This item may be left blank if a message phone number is entered into the system. Either a residence phone number or message phone number is required.

09 Mail Street	<p>Enter the client's mailing address. This must be entered if the residence address has been left blank.</p> <p>Mail City, State</p> <p>After the ZIP code has been entered, the city and state will be displayed in these two fields.</p>
10 Mail ZIP	<p>Enter the ZIP code for the client's mailing address.</p> <p>A lookup table will appear with the city for that ZIP code. If the correct city is displayed, use your arrow key to highlight the city, press [Enter/Return], and the city and state will be filled in automatically.</p> <p>If the correct city is not displayed, select the "edit" option. This will allow you to enter the new city for the selected ZIP code.</p> <p>The cursor will then move to the next part of the ZIP code, a four-digit field. If the four-digit code is known, enter it here or leave it blank by pressing the [Enter/Return] key.</p>
11 Message Phone	<p>Enter a telephone number where a message may be left for the client. This may be entered without an area code if it is the same as the default area code defined by your SDA.</p>
12 GEO Code	<p>Enter the geographic area code for this client. These codes are user-defined. If you do not know what the GEO code is, you may use the <F1> key to get a help window of valid codes. This is an optional field and may be left blank.</p>
13 Gender	<p>Enter 1 for female or 2 for male.</p>
14 Birth Date	<p>Enter the client's birth date. Enter in the format of MMDDYY. Dashes or vertical bar () delimiters are not required. The system will convert the date from MMDDYY format to MM/DD/YYYY for display.</p>
15 Age	<p>Enter the client's age at time of registration. The client's age should be calculated as the App Date minus the birth date.</p> <p>If the client's age is less than 13 years of age, the following message will appear:</p> <p>"Age less than 13. Please check birth date and re-enter."</p> <p>If the age is entered incorrectly, the following message will appear:</p> <p>"Age incorrect, calculated age = (displays computed age)."</p>

16 Citizen	<p>Enter 1 for U.S. Citizen or 2 for Eligible Non-Citizen or 3 for Ineligible Non-Citizen.</p> <p>To obtain the choice list, press <F1> and a list of valid codes will be displayed.</p> <p>If 3 is entered, the client will not be eligible to participate in the WtW programs and the eligibility code must be "X" which indicates that the client is not eligible for any WtW activities.</p>
17 Alien Doc#	<p>Enter the client's alien documentation number.</p> <p>If Field 16, Citizen = 1, this item must be blank.</p>
18 Number of Dependents	<p>Enter the number of dependents for the client. The client must be included in this calculation. This number must be a valid number greater than "0."</p>
19 TANF Case Number	<p>Enter the Temporary Assistance for Needy Families (TANF) case number for the client. This entry is required.</p>
20 TANF Assistance >= 30 Months	<p>Enter 1 for Yes (greater than or equal to 30 months).</p> <p>Enter 2 for No (less than 30 months).</p>
21 Within 12 Months of Lifetime Limit	<p>Enter 1 for Yes or 2 for No.</p>
22 Non-Custodial Parent	<p>Enter 1 for Yes, Custodial Parent Receiving TANF Assistance (applies to 70 and 30%);</p> <p>Or 2 for Yes, Custodial Caretaker Receiving TANF Assistance (applies to 70% only);</p> <p>Or 3 for Yes, Minor Child Receiving TANF Assistance (applies to 70% only);</p> <p>Or 4 for No.</p> <p>If Non-Custodial Parent = 1 or 2 or 3, Field 39, Recipient Status must = 2.</p>
23 10% Window	<p>Enter 1 for Yes or 2 for No.</p>
24 Reading Grade	<p>Enter the reading grade. The reading grade must be a valid grade from 0.1 through 16.9, 88.0 for clients who were untestable or refused testing, or 99.0 for clients who have a college degree or above.</p>
25 Math Grade	<p>Enter the math grade. The math grade must be a valid grade from 0.1 through 16.9, 88.0 for clients who were untestable or refused testing, or 99.0 for clients who have a college degree or above.</p>

26 Highest Grade Completed	<p>Enter the highest grade the client completed at time of registration into the WtW program. This entry must be in the range of 00 through 18.</p> <p>If Field 24, Reading Grade or Field 25, Math Grade = 99, the highest grade completed must be at least 16.</p>
27 School Dropout	Enter 1 for Yes or 2 for No.
28 Received GED	Enter 1 for Yes or 2 for No.
29 Education Status	<p>Enter a valid code from 1 to 9.</p> <p>To obtain the choice list, press <F1> and a list of valid codes will be displayed.</p>
30 Limited English Speaking	Enter 1 for Yes or 2 for No.
31 Teen Pregnancy	Enter 1 for Yes or 2 for No.
32 Teen Parent	Enter 1 for Yes or 2 for No.
33 Poor Work History	Enter 1 for Yes or 2 for No.
34 Homeless	Enter 1 for Yes or 2 for No.
35 Disabled	Enter 1 for Yes or 2 for No.
36 Substance Abuse	Enter 1 for Yes or 2 for No.
37 Locally Defined Characteristics	Enter 1 for Yes or 2 for No.
38 State Match	Enter 1 for Yes or 2 for No. This entry is optional.
39 Eligibility	<p>The system will determine eligibility and will insert the eligibility codes in this field. You may modify the eligibility code by removing one or more codes. It is recommended that you certify the client for both the 70 percent and 30 percent provisions at the time of registration. This will eliminate the need to modify the data at a later date.</p> <p>The eligibility determination information is available in the WtW Client Forms Handbook.</p>

39 Eligibility (continued)	(Note: As a convenience to Federal Competitive Grantees, eligibility codes Y and Z are available to allow registration of clients under the January 2000 amendments. However, the WtW system <u>does not</u> verify eligibility but only allows entry of these clients. Eligibility codes Y and Z can be entered as a replacement to eligibility A, B or X and enrollments may then be entered.
40 Ethnicity	Enter a valid ethnicity code. A help window is available for this field by pressing the <F1> key.
41 Interviewer ID	Enter the interviewer staff ID. This is an optional field.
42 Reviewer ID	Enter the reviewer staff ID code. This is an optional field.

EWRP Complete

When all required fields have been entered, you may use the <F5> key to file the record. If there are errors or missing data in the record, you will be prompted to go to the error to correct it. This must be done prior to entering any enrollments for the client. When the form has been entered with no errors or missing data, “**YES**” will appear in the field **EWRP Complete**.

If you requested an auto-generated application number, the number will be generated at this time. This number should be recorded on the form, as it will be used on future records.

EWRF Enter WtW Registration Screen—Screen 1

EWRF	Enter WtW Registration Form	ADD
01 App Num	18 Num Dependents	
02 SSN	19 TANF Case Num	
03 App Date	20 TANF Assist >=30 Mths	
04 Last Name	21 Within 12 Mths Limit	
05 First MI	22 Non-Custodial Parent	
06 Strt Adrs	23 10% Window Elig	
City	24 Reading Grade	
St	25 Math Grade	
07 ZIP	26 Hi Grade Completed	
08 Phone	27 School Dropout	
09 Mail Strt	28 Received GED	
Mail City	29 Education Status	
Mail St	30 Lim English Speaking	
10 Mail Zip	31 Teen Pregnancy	
11 Message Phone	32 Teen Parent	
12 GEO	33 Poor Work History	
13 Gender	34 Homeless	
14 Birthdate	35 Disabled	
15 Age	36 Substance Abuse	
16 Citizen	37 Locally Defined Char	
17 Alien Doc		

EWRF Enter WtW Registration Screen—Screen 2

EWRF	Enter WtW Registration Form	ADD
38 State Match		
39 Eligibility		
40 Ethnicity		
41 Interviewer ID		
42 Reviewer ID		
EWRF Complete		

Enter WtW Enrollment Form

This chapter provides instructions to enter an Enrollment form for a Welfare-to-Work (WtW) client.

The Enter WtW Enrollment form (EWEF) program is used to enter enrollment information for a client who will be participating in the WtW program.

A client may have more than one enrollment open for a registration cycle. The enrollment form must be used to enroll clients in different WtW programs such as the 85 percent formula, federal WtW, and 15 percent competitive grants. The Monthly Activity form is used to track client's training and service activities.

Line Item Instructions

The following are line item instructions for the WtW Enrollment form. These instructions are intended to assist you with the entry of these forms and are not intended to provide information on the completion of the client forms. For detailed instructions on completing client forms, please refer to the *WtW Client Forms Handbook*.

01 Case Number	<p>Enter the seven-digit case number which is preprinted on the WtW Enrollment form. If the enrollment form does not have a preprinted number, the number may be auto-generated. To auto-generate a number, press [Enter/Return]. You will be asked if you wish to auto-generate a number. If you respond with Y, a number will be generated when the record is filed.</p> <p>If this is a new case record, the word "ADD" will appear in the upper right-hand corner of the screen. If this is an existing case record, either the word "UPDATE" or "VIEW" will appear.</p> <p>When a record is opened in "UPDATE" mode, the record will be locked and only the person updating that record will have access to that record. If another user attempts to access the record, any changes the second user makes will be lost.</p> <p>If this is an existing case record and a termination has been entered for this case record, changes to the record will not be allowed. If changes are required, the termination form must be deleted, and the changes may then be made to the Enrollment form.</p>
-----------------------	--

02 Application Number	<p>Enter the application number. The application/registration must exist on file and be complete (see <i>Field Requirements for Filing a Registration Form</i> in Chapter 2.) After this number has been entered, the client's name and social security number will be displayed.</p> <p>At this point you may view the history for the client by pressing the <F17> key. This is the Display Client History key and will display the same information as the Query Client History (QCH).</p>
03 Assessment Prior to Enrollment	<p>Enter 1 for Yes or 2 for No. Indicating whether or not the client received an assessment prior to enrollment into the WtW program. This entry is required. If a 1 is entered, an assessment date is required.</p>
04 Assessment Date	<p>If 1 has been entered in the Assessment field, enter the date of the assessment. This may be the date of a WtW or a non-WtW assessment. This must be a valid date and must be less than or equal to today's date and may not be a date after the enrollment date. This field may be left blank if 2 has been entered in the Assessment Prior to Enrollment field.</p>
05 Enrollment Date	<p>Enter the date that the client was enrolled into the WtW program. This must be a valid date and must be less than or equal to today's date. This entry is required.</p>
06 Enrollment Code	<p>Enter the appropriate enrollment code. Valid entries are 1, 2, or 3.</p> <p>If the client has never been enrolled in the WtW program, the enrollment code must be 1, indicating that this is a new enrollment into the WtW program. If the client was previously enrolled and terminated from the WtW program, the enrollment code will be 2, indicating this client was previously enrolled and terminated and is returning to the WtW program with a new registration. If the client is currently enrolled in one WtW program but will either transfer or concurrently enroll in another WtW program, the entry must be 3.</p> <p>If 1 is entered, there must be no other enrollments on file for this registration number. If there are, the following error message will be displayed:</p> <p style="padding-left: 40px;">“Entry cannot be 1, client has a termed WtW case.”</p> <p>If 2 is entered, there must be a previous registration, enrollment, and termination on file for the client. If this is not the case, the following error message will be displayed:</p> <p style="padding-left: 40px;">“Entry cannot be 2, client does not have a termed WtW case.”</p>

06 Enrollment Code (continued)	If 3 is entered, the client is currently enrolled in one WtW program but will either transfer or concurrently enroll in another WtW program. This entry is required.
07 Program Type	<p>Enter the code that indicates into which WtW program the client is being enrolled. This must be a valid code from 1 to 7. This is a required field.</p> <p>If the code entered is 1, 3, or 5, the eligibility code on the registration must include an A, indicating a 70 percent participant.</p> <p>If the code entered is 2, 4, or 6, the eligibility code on the registration must include a B, indicating a 30 percent participant.</p> <p>If the code entered is 7, Field 41, State Match on the Registration form must be 1 (Yes).</p> <p>Grant Code</p> <p>After the Program Type has been entered, the grant code will be inserted in the grant code field. If there is more than one valid grant code for the chosen program type, a window will be displayed and the appropriate grant code may then be selected.</p>
08 Year of Appropriation	Enter the year of appropriation. Enter in the format "YYYY"; "1999" cannot be used until July 1, 1999. This field is optional.
09 Agency Code	Enter a valid agency code. This is an optional entry. If this agency code is not known, use the <F1> key to display a window of valid agency codes.
10 Enrolling Staff ID	Enter the enrolling staff ID. If the enrolling staff ID is not known, you may use the <F1> key to display a help window. This field is required.

After all fields have been entered, the record may be filed by using the **<File>** key. At this point, the WtW case record will be updated with the entry operator's user ID. If this is a new record, the entry date will be recorded on the client's case record. If this record was updated (not a new record), the record will be updated with the modification date. The modification date will be updated each time the record is modified.

Function Keys

The following are the function keys that are available in this program:

[F4]	The Go To function may be used in this program.
[F5]	At time of filing, if a case number was auto-generated, the following message will be displayed: “Please record auto-generated data. Press any key to continue.”
[F6]	This record may not be deleted if there is a placement, termination or Monthly Activity form on file for this case number. You must delete all subsequent records before deleting this one. The following message will be displayed: “Cannot delete, case has activity, services, placement, or term data.”
[F17]	This function key will call the Display Client History module.

All other function keys will operate in the normal mode.

EWEF Enter WtW Enrollment Screen

EWEF	Enter WtW Enrollment Form	ADD
01	Case Num	Name
02	App Num	SSN
03	Assessment Prior to Enrollment	
04	Assessment Date	
05	Enrollment Date	
06	Enrollment Code	
07	Program Type	
	Grant Code	
08	YOA	
09	Agency Code	
10	Enrolling Staff ID	

Enter WtW Monthly Activity Form

This chapter provides instructions to enter a Monthly Activity form for a Welfare-to-Work (WtW) client.

The Enter Monthly Activity form (EMAF) program is used to enter monthly training and service information for a client enrolled in the WtW program.

For each month in which a client receives training or services, record the agency, activity and expenditure amounts into the Job Training Automation (JTA) system. The client must be enrolled but not terminated from the WtW program. One form must be entered for each month that the client is participating in an activity or receiving services for the WtW program the client is enrolled in.

Line Item Instructions

The following are line item instructions for the WtW Monthly Activity form. These instructions are intended to assist you with the entry of these forms. These instructions are not intended to provide information on the completion of the client forms. For detailed instructions on completing the client forms, please refer to the WtW Client Forms Handbook.

01 Case Number	<p>Enter the seven-digit case number. This must be a case number for a person who has been enrolled into the WtW program. If the client has not yet been enrolled, the following error message will be displayed:</p> <p style="text-align: center;">“No Record Found.”</p> <p>If this message appears, make sure the WtW enrollment has been entered for this client. You may use the Query Client History (QCH) to view the history information.</p> <p>Once a valid case number has been entered, the client's name, application number, social security number, program type, and grant code will be displayed.</p>
02 First Date Participant Served	<p>Enter the first date you provided the client with any activity codes 01 to 13. (Note: 09 and 12 are no longer valid codes).</p> <p>This number may or may not be the same as the enrollment date but must be on or after the enrollment date.</p>

<p>03 Reporting Period</p>	<p>Enter the reporting month and year that is being reported. This is entered in the format of MM/YY. The system will display a four-digit year once this has been entered.</p> <p>The client will have a Monthly Activity form for each month that he or she participates in the WtW program and is provided with training and/or services.</p> <p>This reporting period must be a valid month and year that is greater than or equal to the enrollment month and year. This field is required.</p>
<p>04 Amount Expended by Activity</p>	<p>This is a scrolling region on the entry screen. This screen will allow the entry of up to 20 activity code/agency combinations. The client may participate in multiple activities with an agency or may participate in the same activity with multiple agencies.</p> <p>Nine lines will be displayed in the scrolling region at one time. As you page down, the top line will disappear and a new line will be displayed on the bottom of the region. If the [Enter/Return] key is pressed on a blank line within the scrolling region, the cursor will move to the other scrolling region.</p> <p>Agency Code</p> <p>Enter the agency code for the agency that provided the training activity. This item may be left blank if the client did not participate in any activities during the reporting month. If this field is left blank, no other items may be entered on the line. If the agency code is not known, use the <F1> key to display a window of valid agency codes.</p> <p>Activity Code</p> <p>Enter the activity code. If an agency code has been entered, this item may not be left blank. Enter a valid code from 01 to 13. (Note: 09 and 12 are no longer valid codes). The same combination of agency code and activity code may only be used once for each month. If the activity code is not known, use the <F1> key to display a window of valid activity codes. After the activity code has been entered, a description of the activity code will be displayed on the screen.</p> <p>Option Code</p> <p>Enter the option code. This entry is optional. If the option code is not known, use the <F1> key to display a window of valid option codes.</p>

04 Amount Expended by Activity (continued)	<p>Total Expenditures</p> <p>Enter the dollar amount that was spent for this activity during the report period. If an agency and activity code have been entered, this field may not be left blank. The entered value must be a numeric value. If no dollars were spent in this reporting period on this activity for the client, enter 0.</p> <p>Est Comp Dt</p> <p>Enter the estimated completion date for the activity. This field is optional. If this field is entered, it must be a valid date that is greater than or equal to the date the client was enrolled into the WtW program.</p>
---	---

After all fields have been entered, the record may be filed by using the **<File>** key. At this point, the WtW case record will be updated with the entry operator's user ID. If this is a new record, the entry date will be recorded on the client's case record. If this record was updated (not a new record), the record will be updated with the modification date. The modification date will be updated each time the record is changed.

Function Keys

The following function keys are available in this entry screen:

[F4]	The GO-TO function is not available in this entry screen.
[F5]	Each entered field will be updated. If a row has been cleared (<F18>), that row will be deleted.
[F6]	<p>The Monthly Activity form may be deleted if there is no termination on file for the case record and if this is the most recent Monthly Activity form.</p> <p>If there is a termination on file, the following message will appear and the termination must be deleted before this record can be deleted:</p> <p style="text-align: center;">“Cannot delete, case has been terminated.”</p> <p>If there is a more recent Monthly Activity form on file for the client, the following message will be displayed and the more recent Monthly Activity form must be deleted before this one may be deleted:</p> <p style="text-align: center;">“Cannot delete, more recent Reporting Period data exists.”</p>
[F7]	This function key will scroll backward within the scrolling region.

[F8]	This function key will scroll forward within the scrolling region.
[F18]	<p>If the cursor is placed in the first field of a scrolling region (Activity Hours), this key will clear the row when the record is filed (one instance of Activity/Agency information or Agency information).</p> <p>If the cursor is placed in a non-scrolling field, the field will be cleared.</p>

All other function keys will operate in the normal mode.

EMAF Enter WtW Monthly Activity Screen

EMAF	Enter WtW Monthly Activity Form				ADD
01	Case Num	Name			
	App Num	SSN	Program Type		Grnt Cd
02	First Date Participant Served				
03	Reporting Month/Year				
04	Amount Expended by Activity				
Agency Code	Activity Code	Activity Description	Option code	Total Expenditures	Estimated Completion Date / / / /

Enter WtW Employment Record Form

This chapter provides instructions to enter an Employment Record form for a Welfare-to-Work (WtW) client.

The Enter WtW Employment Record form (EWER) program is used to enter subsidized or unsubsidized employment information into the JTA system.

This entry screen will be used to record the information about the client's employment if the client had a job upon entering the WtW program or if the client obtains a job while in the program.

It is possible that clients will have multiple jobs during their WtW participation. To track all placements into employment for a client, each time a new placement is entered, a unique employment number will be assigned. This number should be recorded on the form after it has been assigned by the JTA system.

Line Item Instructions

The following are line item instructions for the WtW Employment Record form. These instructions are intended to assist you with the entry of these forms. These instructions are not intended to provide information on the completion of the forms. For detailed instructions on completing client forms, please refer to the WtW Client Forms Handbook.

01 Case Number	<p>Enter the seven-digit case number. This must be an existing WtW case number (the client must be enrolled in the WtW program). If the case record information is not found, the following error message will be displayed:</p> <p style="text-align: center;">“No record found.”</p> <p>After a valid case number has been entered, the client's name and program type will be displayed.</p> <p style="text-align: center;">Employment Record Number</p> <p>This is a system-generated number that uniquely identifies each placement into employment for the client. If this is a new placement, leave this entry blank and the system will assign a number when the record is filed. If the record is being updated, enter the previously assigned employment number.</p>
-----------------------	--

01 Case Number (continued)	<p>If an invalid employment number is entered, the following error message will be displayed:</p> <p style="text-align: center;">“No record found.”</p> <p>If a placement has been entered for this client, but the employment number is not known, use the <F1> key to display a window of employment number, date employed, and employer name.</p> <p>After the case number and employment number are entered into the system, the application number, social security number, and program type will be displayed.</p>
02 Agency Code	<p>Enter a valid agency code. This entry is optional. If this agency code is not known, use the <F1> key to display a window of valid agency codes.</p>
03 Date Employed	<p>Enter the date the client began working at this job. This must be a valid date that is less than or equal to today's date. This entry is required.</p> <p>The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year by the system.</p>
04 Employer Number	<p>If the employer number is known, enter that number here. Either the employer number or employer name must be entered. If the employer number is not known, press [Enter/Return] to go to the Employer Name field.</p>
05 Employer Name	<p>If the employer number was entered, the employer name will be displayed here.</p> <p>If the employer number was left blank, you may enter the first few letters of the employer name and press the <F1> key. This will display a window of employer names. Use the up and down arrow keys to select the correct employer. If the employer is not listed, select the option “Enter New Employer” to bring up the “Enter Employer Data (EEMP)” entry screen.</p> <p>Once a valid employer name and/or number has been entered, the employer's address, city, state, and ZIP code will be displayed.</p>
06 Employer Contact	<p>Enter the name of the contact person at the employer. This entry is required.</p>
07 Contact Phone	<p>Enter the telephone number, including area code, for the contact person. This entry is optional.</p>

08 Concurrent Employment	<p>Enter 1 for Yes.</p> <p>Enter 2 for No.</p> <p>If the client is employed by more than one employer, or if he or she has more than one job, enter Yes. If the client has only one job, enter No. This field is required.</p>
09 Job Code	<p>Enter the Dictionary of Occupational Titles (DOT) or Occupational Employment Survey (OES) code that best describes the client's job. This must be either a nine-digit DOT code or a six-digit OES code. The type of code that can be entered is predetermined by each Service Delivery Area (SDA). If you do not know which type of code is used for your SDA, contact your JTA system's administrator. This entry is required.</p> <p>Once a valid job code has been entered, the job code description will be displayed.</p>
10 Hours per Week	<p>Enter the number of hours per week the client is scheduled to work. This must be a numeric value between 1 and 169. If the hours entered are greater than 60, you will be alerted that the hours entered are unusually high and will be required to validate your entry. This entry is required.</p>
11 Hourly Wage	<p>Enter the wage the client will receive when employment begins. This must be a numeric entry. If the wages are outside of the \$4.25 to \$20 range, a message will be displayed that will require you to validate the entry. This field is required.</p>
12 Hourly Wage Subsidy	<p>Enter the dollar amount of any subsidy wages received from private or public sources. This must be a numeric entry. This field is required. If no subsidy is received, enter 0.</p>
13 Sector Type	<p>Enter the sector type code. This must be a valid code from 1 to 4. This entry is required. Use the <F1> key to display a window of valid sector types.</p>
14 Fringe Benefits	<p>Enter the code for fringe benefits. This code must be 1 or 2. This item may be left blank.</p>
15 Non-Trad Trng for Women	<p>Enter 1 or 2. This entry is optional.</p> <p>If 1 is entered, the client must be a female.</p>
16 Placement Staff ID	<p>Enter the staff ID number from this form. This entry is required. If the staff ID is not known, use the <F1> key to display a list of valid staff ID codes.</p>

After all required fields have been entered, the record may be filed by using the **<File>** key. At this point, the WtW Employment Record form will be updated with the entry operator's user ID. If this is a new record, the entry date will be recorded on the client's case record. If this is an existing record and the record was updated (not a new record), the modification date will be updated with the current date. The modification date will be updated each time the record is modified.

Function Keys

The following are the function keys that are available in this program:

[F5]	<p>At file time, if a placement number has been auto-generated, the following message will appear:</p> <p style="text-align: center;">“Please record auto generated data. Press any key to continue.”</p>
[F6]	<p>The record may be deleted if a termination is not on file for this case number and this is the most recent employment record for the client.</p> <p>If there is a termination on file, the following message will be displayed:</p> <p style="text-align: center;">“Cannot delete, case has been terminated.”</p> <p>If there is a more recent employment on file, the following message will be displayed:</p> <p style="text-align: center;">“Cannot delete, more recent employment data exists.”</p> <p>If either of these two messages is displayed, you must delete the termination or more recent employment form before deleting this record.</p> <p>All other function keys will operate in the normal mode.</p>

EWER Enter WtW Employment Record Screen

EWER	Enter WtW Employment Record			ADD
01 Case Num	Name			
Emplmt Rec Num	App Num	SSN	Program Type	
02 Agency Code				
03 Date Employed				
04 Employer Number				
05 Employer Name				
Employer Address				
Employer City				
Employer St/ZIP				
06 Employer Contact				
07 Contact Phone				
08 Concurrent Employment				
09 Job Code				
Job Title				
10 Hours Per Week				
11 Hourly Wage				
12 Hourly Wage Subsidy				
13 Sector Type				
14 Fringe Benefits				
15 Non-Trad Trng for Women				
16 Placement Staff ID				

Enter WtW Termination Form

This chapter provides instructions to enter a Termination form (EWTF) for a Welfare-to-Work (WtW) enrolled client. This program is used to record a WtW client's termination from the WtW program or to transfer eligibility to another WtW grant or within the same grant to another program type.

When a client terminates from the WtW program or transfers to another program, this entry screen will be used to record the reason for the termination or transfer.

Line Item Instructions

The following are line item instructions for the WtW Termination form. These instructions are intended to assist you with the entry of these forms. These instructions are not intended to provide information on the completion of the forms. For detailed instructions on completing client forms, please refer to the WtW Client Forms Handbook.

01 Case Number	Enter the seven-digit case number. This must be an existing WtW case number. The client must be enrolled in the WtW program. If the case record information is not found, the following error message will be displayed: “No record found.” After a valid case number has been entered, the client's name, application number, social security number, program type, and grant code will be displayed.
02 Agency Code	Enter agency code. Use the <F1> key to display a window of valid agency codes. This is an optional field.
03 Increased Wages	Enter 1 for Yes if the client's wages were greater at termination than at any other point in the program. Enter 2 for No if wages were not greater.
04 Termination Code	Enter the termination code. If the termination code is not known, use the <F1> key to display a list of valid termination codes.

05 Termination Date	Enter the date on which the client is being terminated or transferred from the WtW program. This must be a valid date that is less than or equal to today's date and greater than or equal to the enrollment date. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year.
06 Termination Staff ID	Enter the termination staff ID number from this form. This entry is required. If the staff ID is not known, use the <F1> key to display a list of valid staff ID codes.

After all fields have been entered, the record may be filed by using the <File> key. At this point, the WtW Termination form will be updated with the entry operator's user ID. If this is a new record, the entry date will be recorded on the client's case record. If the record exists and the information was updated (not a new record) on the system, the modification date will be updated. The modification date will be updated each time the record is modified.

Function Keys

All function keys will operate in the normal mode.

EWTF Enter WtW Termination Screen

EWTF	Enter WtW Termination Form			ADD
01 Case Num	Name			
App Num	SSN	Program Type	Grnt Cd	
02 Agency Code				
03 Increased Wages				
04 Termination Code				
05 Termination Date	/	/		
06 Termination Staff ID				

Enter WtW Follow-Up Form

This chapter provides instructions to enter local follow-up information for a Welfare-to-Work (WtW) client.

The Enter WtW Follow-Up (EWFF) program is used to enter follow-up information for a WtW client. This information may be entered for a 30-, 60-, 90- or 180-day follow-up.

When a client enters unsubsidized employment, a follow-up may be done at 30, 60, 90, or 180 days to determine the client's employment status at those points in time.

A follow-up may be entered for all employment record forms entered for the client or for the most recent employment record.

Line Item Instructions

The following are line item instructions for the WtW Follow-Up form. These instructions are intended to assist you with the entry of these forms. These instructions are not intended to provide information on the completion of the client forms. For detailed instructions on completing client forms, please refer to the *WtW Client Forms Handbook*.

01 Case Number	<p>Enter the seven-digit case number. This must be an existing WtW case number with at least one employment record form on file. If the case is not found, the following error message will be displayed:</p> <p style="text-align: center;">“No record found.”</p> <p>After a valid case number has been entered, the client's name, application number, social security number, and program type will be displayed.</p>
02 Employment Record Number	<p>Enter the employment number from the Employment Record form. This must be a valid employment number for the client.</p>
03 Follow-Up Type	<p>Enter the follow-up type code from the form. This must be a number 1 to 4. If the follow-up type code is not known, use the <F1> key to display a list of valid follow-up type codes. Once the follow-up type has been entered, the follow-up date will be displayed. This date will be based upon the follow-up type and the employment record date.</p>

04 Agency Code	Enter the agency code from the form. This entry is optional. If the agency code is not known, use the <F1> key to display a list of valid agency codes.
05 Interview Date	Enter the date on which the interview was completed. This must be a valid date that is greater than or equal to the follow-up date and less than or equal to today's date.
06 Follow-Up Result	Enter the follow-up result code from the form. This must be a numeric value from 1 to 10 . This entry is optional. If the follow-up result code is not known, use the <F1> key to display a list of valid codes.
07 Labor Force Status	Enter the labor force status code from the form. This entry is required. If this code is not known, use the <F1> key to display a list of valid codes.
08 Follow-Up Staff ID	Enter the follow-up staff ID number from the form. This entry is required. If the staff ID is not known, use the <F1> key to display a list of valid staff ID codes.

Required at 13th Week Follow-Up

Items 09-14 are required if this is a 90-day follow-up.

09 Employed at All	Enter the appropriate code. The code must be 1 or 2 . This entry is required if this is a 90-day follow-up. If labor force status is 1 or 2 (employed full-time or part-time), this must be 1 (Yes).
10 Weeks Employed	Enter the number of weeks that the client was employed during the 13 weeks. This field is required if a 90-day follow-up is entered. If an entry is made in this field, it must be a numeric value from 0 to 13 .
11 With Employer	Enter 1 or 2 . This field is required if this is a 90-day follow-up.
12 Actual Hours Worked	If the client was employed at the time of the follow-up, enter the number of hours worked during the follow-up week. If the client was not employed at the time of follow-up, leave this item blank.
13 Wage Increase	Enter 1 or 2 . This entry is required if the Employed at All field is 1 .
14 Wage Increase Amt	If the client was employed at the time of follow-up and the client's wages increased from the start date of the job until the point when the follow-up was conducted, enter the amount of the wage increase here. If the wages did not increase, the cursor will skip this field.

Most Recent Employer/Employer at Follow-Up

The following information is required if the Employed at All field is **1** (client is employed).

15 Date Employed	<p>Enter the date the client began working at this job.</p> <p>The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year.</p>
16 Employer Number	<p>Enter the employer number of the client's last employer. If the employer number is not known, press [Enter/Return] to move to the Employer Name field and conduct a search of the employer table.</p>
17 Employer Name	<p>If the employer number was entered, the employer name will be displayed here. If the employer number was not entered, enter the first few letters of the employer name here and press the <F1> key to display a list of employer names which start with the entered characters. If the employer name is not listed, select the option Enter New Employer to bring up the Enter Employer entry screen.</p> <p>After a valid employer name has been entered, the employer address, city, state, and ZIP code will be displayed.</p>
18 Contact	<p>Enter the name of the contact person for the employer. This field is required if the client was employed.</p>
19 Phone	<p>Enter the telephone number for the contact person, including area code. This field is required if the client was employed.</p>
20 Job Code	<p>Enter the DOT or OES code that best describes the job. This entry is required if the client is employed. The job code description will be displayed once a valid job code has been entered.</p>
21 Hours per Week	<p>Enter the number of hours per week the client is scheduled to work. This entry is required if the client is employed. This must be a numeric entry between 0 and 169. If the hours entered are greater than 60, the following message will be displayed:</p> <p style="text-align: center;">“Hours entered are unusually high. Continue? (Y/N)”</p> <p>If Y is entered, the cursor will move to the next field.</p> <p>If N is entered, the cursor will return to the Hours per Week field for a new entry.</p>

22 Hourly Wage	<p>Enter the hourly wage that the client will be receiving. Enter as dollars and cents. If the wage entered is less than \$4.25 or more than \$20, the following message will be displayed:</p> <p style="text-align: center;">“Check hourly wage. Continue? (Y/N)”</p> <p>If Y is entered, the cursor will move to the next field.</p> <p>If N is entered, the cursor will return to the hours per week field for a new entry.</p>
-----------------------	--

After all fields have been entered, the record may be filed by using the **<File>** key. At this point, the WtW Termination form will be updated with the entry operator’s user ID. If this is a new record, the entry date will be recorded on the client’s case record. If this record was updated (not a new record), the record will be updated with the modification date. The modification date will be updated each time the record is modified.

Function Keys

All function keys will operate in the normal mode.

EWFF Enter WtW Follow-Up Screen

EWFF		Enter WtW Follow-up Form		ADD
01	Case Num	Name		
02	Empl Num	App Num	SSN	Program Type
03	Follow-up Type	Required at 13 th Week Follow-up		
	Follow-up Date	09	Employed at All	
04	Agency Code	10	Weeks Employed	
05	Interview Date	11	With Employer	
06	Follow-up Result	12	Actual Hours Worked	
07	Labor Force Stat	13	Wage Increase	
08	Follow-up Staff ID	14	Wage Increase Amt	
Most Recent Employer/Employer at Follow-up				
15	Date Emp	21	Hours per Week	
16	Emp Num	22	Hourly Wage	
17	Emp Name			
	Address			
	ZIP			
18	Contact			
19	Phone			
20	Job Code			

Load WtW Data From Local System

This chapter provides instructions on how to use the load programs in the Welfare-to-Work (WtW) module.

The programs discussed in this chapter may be used to load data from a local case management system into the Job Training Automation (JTA) system WtW module. Many users of the system have a case management system to track information that may be more detailed than the information stored in the JTA system. Also, much of the required information in the JTA WtW module might be stored in a local Temporary Assistance for Needy Families (TANF) database. To avoid duplicate entry of data, programs have been developed in this module that allow the data to be loaded into the JTA WtW module.

Use of this program is optional. If data is being entered directly into the JTA WtW system, these programs will not be necessary.

There are five file layouts, one for each of the required client tracking forms:

- LWRF Load WtW Registration Form
- LWEF Load WtW Enrollment Form
- LMAF Load WtW Monthly Activity Form Data
- LWER Load WtW Employment Record
- LWTF Load WtW Termination Form

General Instructions for Load Programs

These programs are used to load data that would normally be entered using the entry screens in the JTA WtW module. These programs allow Service Delivery Area (SDA) staff to download data from local case management systems and upload the data to the JTA WtW database.

Each load program requires a file to be copied to the bridge directory in the SDA runtime directory. These files must adhere to the following naming conventions:

WtW Registration form	LWRF_YYYYMM_nn.xtr
WtW Enrollment form	LWEF_YYYYMM_nn.xtr
WtW Monthly Activity form	LMAF_YYYYMM_nn.xtr
WtW Employment Record form	LWER_YYYYMM_nn.xtr
WtW Termination form	LWTF_YYYYMM_nn.xtr

The first four characters of the name indicate the form to be loaded to the JTA system. "YYYYMM" indicates the month and year for which the data is being loaded. For example, if the data is loaded for December 1998, YYYYMM would be "199812." "nn" is a sequential number that distinguishes between multiple files for a given month. Using the December example, the first registration file would be named "LWRF_199812_01.xtr," the second file for the month would be named "LWRF_199812_02.xtr," and so on.

At the end of each record in these files will be a field called "fld_upd". This field indicates whether this is a new record or an existing record that has been updated on the local system. The load programs will allow an existing record to be updated only if there is a "Y" in "fld_upd." This field will be followed by a vertical bar (|) delimiter. All fields have vertical bar (|) delimiters. Examples of the file formats are also provided at the end of this chapter.

Edits are conducted on each of the files as they are being loaded. If a record does not pass the initial edits, the record is rejected and the error information is written to an error report. This record must be fixed before the data can be loaded.

If a record exists in the JTA WtW database, the program will check the "fld_upd" field at the end of each record. If the field is "Y," the record will be updated as long as all of the required edit checks are passed. If the edits are not passed, the record will be rejected and the error information will be written to the error report.

All records that have been rejected will be written to an error file. The name of this file will be similar to the input files created above, but with a different extension. These files will be named with the extension ".err" instead of ".xtr." The status report will contain the number of records loaded and the number of errors encountered during the load. Upon completion, the program will mail the status report to the Management Information Systems (MIS) Operator and rename the input file with the extension ".sav." The error report may be viewed using the program Report Input/Output Handler (RIOH).

The file formats may be found at the end of this chapter. Each client record will consist of a wtw_app and clnt records. The wtw_app and clnt records will have an additional field at the end called "fld_upd". This field indicates whether this is a new record or an update to an existing record.

File Layout Examples

WtW Registration Form Data File Layout Sample File Format

99999|9999|999-99-99999|000000|25|1||0000000|000-00-0000|00/00/0000|1234 ANY
STREET|ANY CITY|CA|99999|9999|999-99-99999|1234 ANY STREET|ANY CITY|CA|0
5|000000000000|60|1|3|2|088.0|088.0|04|1|2|2|2|2|2|2|2|2|2|3|4|AB|2|0000000000|00/00
/0000|0.00|123|99999||||Y|
000-00-0000|LAST NAME|FIRST NAME|OTH LAST NAME|OTH FIRST NAME|00/00/0
000|1|AA|BL|HI|WH|999/99/9999||||Y|
0000000|111-11-1111|||
0000000|222-22-2222|||
0000000|333-33-3333|||

0000000|000-00-0000|00/00/0000|1234 ANY STREET|ANY CITY|CA|99999|9999|999-
999-99999|1234 ANY STREET|ANY CITY|CA|99999|9999|999-99-99999|000000|25|1||0
5|000000000000|60|1|3|2|088.0|088.0|04|1|2|2|2|2|2|2|2|2|2|3|4|AB|2|0000000000|00/00
/0000|0.00|123|99999||||Y|
000-00-0000|LAST NAME|FIRST NAME|OTH LAST NAME|OTH FIRST NAME|00/00/0
000|1|AA|BL|HI|WH|999/99/9999||||Y|
0000000|111-11-1111|||
0000000|222-22-2222|||
0000000|333-33-3333|||

0000000|000-00-0000|00/00/0000|1234 ANY STREET|ANY CITY|CA|99999|9999|999-
999-99999|1234 ANY STREET|ANY CITY|CA|99999|9999|999-99-99999|000000|25|1||0
5|000000000000|60|1|3|2|088.0|088.0|04|1|2|2|2|2|2|2|2|2|2|3|4|AB|2|0000000000|00/00
/0000|0.00|123|99999||||Y|
000-00-0000|LAST NAME|FIRST NAME|OTH LAST NAME|OTH FIRST NAME|00/00/0
000|1|AA|BL|HI|WH|999/99/9999||||Y|
0000000|111-11-1111|||
0000000|222-22-2222|||
0000000|333-33-3333|||

WtW Enrollment Form Data File Layout Sample File Format

0000000|0000000|1|00/00/0000|00/00/0000|1|2|999|1|99999|8|||Y|

0000000|0000000|1|00/00/0000|00/00/0000|1|2|999|1|99999|8|||Y|

0000000|0000000|1|00/00/0000|00/00/0000|1|2|999|1|99999|8|||Y|

0000000|0000000|1|00/00/0000|00/00/0000|1|2|999|1|99999|8|||Y|

WtW Monthly Activity Form Data File Layout Sample File Format

0000000|19808|AGY|01|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|02|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|03|00/00/0000|00000|40.0|123.00|||Y|

0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|

0000000|19808|AGY|01|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|02|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|03|00/00/0000|00000|40.0|123.00|||Y|

0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|

0000000|19808|AGY|01|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|02|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|03|00/00/0000|00000|40.0|123.00|||Y|

0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|

0000000|19808|AGY|01|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|02|00/00/0000|00000|40.0|123.00|||Y|
0000000|19808|AGY|03|00/00/0000|00000|40.0|123.00|||Y|

0000000|19808|AGY|W10|00000|40.0|123.0|||Y|
0000000|19808|AGY|W10|00000|40.0|123.0|||Y|

WtW Employment Form Data File Layout Sample File Format

NOTE: There must be an employment number if update = **Y**; if update = **N**, leave employment record number blank.

0000000|1|AGY|00/00/0000|00000|CONTACT|999-999-9999|0000000000|40|6.50|1|1|1|00000||||Y|

0000000|1|AGY|00/00/0000|00000|CONTACT|999-999-9999|0000000000|40|6.50|1|1|1|00000||||Y|

0000000|1|AGY|00/00/0000|00000|CONTACT|999-999-9999|0000000000|40|6.50|1|1|1|00000||||Y|

0000000||AGY|00/00/0000|00000|CONTACT|999-999-9999|0000000000|40|6.50|1|1|1|0000||||N|

0000000||AGY|00/00/0000|00000|CONTACT|999-999-9999|0000000000|40|6.50|1|1|1|0000||||N|

WtW Termination Form Data File Layout Sample File Format

```
0000000|10|00/00/0000|00000|01|00/00/0000|00000|1|99.99|99.99|99.99|||Y|
0000000|10|00/00/0000|00000|01|00/00/0000|00000|1|99.99|99.99|99.99|||Y|
0000000|10|00/00/0000|00000|01|00/00/0000|00000|1|99.99|99.99|99.99|||Y|
0000000|10|00/00/0000|00000|01|00/00/0000|00000|1|99.99|99.99|99.99|||Y|
0000000|10|00/00/0000|00000|01|00/00/0000|00000|1|99.99|99.99|99.99|||Y|
0000000|10|00/00/0000|00000|01|00/00/0000|00000|1|99.99|99.99|99.99|||Y|
```

Enter WtW Grant Code

This chapter provides instructions to enter the WtW grant codes in the Job Training Automation (JTA) system.

This program is used to enter the Welfare-to-Work (WtW) grant codes into the JTA system.

The Workforce Investment Division (WID) designated specific grant codes for the WtW program. Because the required information for these grant codes is different from the information for JTPA grant codes, a new entry screen has been developed.

Line Item Instructions

The following are line item instructions for the WtW grant code entry screen.

Grant Code	Enter the grant code that has been assigned. If this is an existing grant code, the information on the entry screen will be displayed.
Short Grant Name	Enter a short description of the grant code. Ten characters are allowed in this field. This entry is required.
Long Grant Name	Enter a more detailed description of the grant code. Twenty-five characters are allowed in this field. This entry is required.
Edit Status	Enter Y or N . The edit status indicates whether this grant code is currently available for use. This entry is typically Y .

After all fields have been entered, the record may be filed by using the **<File>** key.

Program type and grant codes must be linked in order to be used when entering enrollment data. A `pgm_grnt_link` table is created for this purpose. The ISQL forms should be used to generate the `pgm_grnt_link` table in order to add new records to this table as needed. The Program Type should be **1** to **7** as illustrated below.

- Program Type:**
- 1 70% Formula Program
 - 2 30% Formula Program
 - 3 70% State Competitive Grant
 - 4 30% State Competitive Grant
 - 5 70% Federal Competitive Grant
 - 6 30% Federal Competitive Grant
 - 7 State Match

Grant Codes: WID Defined Grant Codes

800 – 804 (85% State Formula Program)

805 – 815 (15% State Competitive Program)

SDA Defined Grant Codes

900s (WtW Federal Competitive and State Match Programs)

Table Name: pgm_grnt_link table

Column Names: pgm_type
 wtw_grnt_cd
 opr_id
 entry_dt

Example: pgm_type 1

Column Names: wtw_grnt_cd 800
 opr_id cdaguest
 entry_dt 10/15/1998

Function Keys

All function keys will operate in the normal mode.

EWGC Enter WtW Grant Code Screen

EWGC	Enter WtW Grant Code
	Grant Code
	Short Grant Name
	Long Grant Name
	Program Type
	Edit Status

Once the WtW grant is loaded to the EWGC, you must also enter the grant control information on the Enter Grant Control (EGC) screen. Please reference your JTA Users Guide for detailed instructions regarding the EGC screen.

EGC Enter Grant Control Data

EGC Enter Grant Control Data

01 Grant Code
02 Program Year
03 Subgrant Contract Num
04 Report Begin Date / / /
05 Report End Date / / /
06 Report Close-out Date / /
07 Subgrant Beginning Date / /
08 Subgrant Ending Date
09 YOA

Chapter 10

Print WtW Participant Report

This chapter provides instructions to retrieve, view, and print the Welfare-to-Work (WtW) participant report (PWPR) from the Job Training Automation (JTA) system.

This program is used to extract the WtW participant information from the JTA system and then create both reports for local use and/or create a transfer file for submission to the state.

The Workforce Investment Division (WID) requires the WtW grantees to submit this interim participant report on a monthly basis. This report should be generated and transferred in conjunction with the Extract WtW Participant Data (XWPD).

Line Item Instructions

The following are line item instructions for the WtW Participant Report option screen.

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
<i>Enter Report Period Beginning Date</i>	Enter the report beginning date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Enter Report Period Ending Date</i>	Enter the report ending date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Enter Agency Code</i>	Enter the agency code(s) for this report. Conditional operators can be used for a range or group of agencies. When creating a transfer file for the monthly report, the conditional operator % should be used to select all agency codes.
<i>Enter Grant Code</i>	Enter the grant code(s) for this report. Conditional operators can be used if a range or a group of grant codes is selected. When creating a transfer file for the monthly report, the conditional operator % should be used to select all grant codes.

Grant (S)ummary or (I)ndividual Report	<p>Enter S if a summary level report is needed from the system. If you selected a group or a range of grant codes, the system will generate one report for a total number of participants of all grant codes selected from the system. The use of this option will not allow the user to create a transfer file to submit to JTPD.</p> <p>Enter I if individual reports are needed for each grant code selected from the system. The use of this option will allow you to create the transfer file needed to submit to JTPD. Default is set to I.</p>
Create Transfer File (Y/N)	<p>Enter Y if a transfer file is to be created in order to transmit the report to JTPD on a monthly basis. Default is set to N.</p> <p>The system will create a temporary file named PWPR_YYYY_MM_99.tmp in the transfer directory if the user enters Y in the Create Transfer File option. The report can be viewed using the Report Input/Output Handler (RIOH) screen. Once the report is viewed and the user presses the <F3> key to exit from the RIOH screen, the user will be prompted with "Transfer File Now?" message. If the user enters Y, the file will be renamed to PWPR_YYYY_MM_99.xtr. If the user enters N, the user will be prompted with "Temporary transfer file created" message.</p>
Instructions to Transfer Temporary File	<p>The user has an option to transfer the temporary file after the report is viewed for accuracy. The file can be retrieved by selecting the PWPR option screen to select the Retrieve Existing Report, Enter (Y)es or (N)o entry. Enter Y and the RIOH screen will appear to retrieve the temporary file. Select the appropriate file and view the report. If the file is correct, exit from view mode by pressing the <F3> key. The system will again prompt the user with "Transfer File Now?" message. Enter Y and the system will rename the file to PWPR_YYYY_MM_99.xtr.</p> <p>If the user selected the Summary Report option, the system will not allow the user to create a transfer file. The system will prompt the user with error message "Cannot Transfer Summary Reports."</p>

After all fields have been entered, the record may be filed by using the **<File>** key.

Once the report is created and named, you will have an opportunity to add comments to your report. The message **"Prompt for cmnt, individual development accts, and/or xpd data? (Y/N)"** will appear. The default is set to **N**. If you want to enter comments that will appear on your report, enter **Y**.

A message “**Include zero reports ? (Y/N)?** will appear. The default is set to **N**. If you want the report to include grants which have no participants, enter **Y**.

After responding to these two prompts, a window will appear that allows entry of expenditures and/or comments. When you have finished with this screen, press the **TAB** key to complete the report building process. You will be taken to the Report Input/Output Handler (RIOH) and may then view or print your report.

Function Keys

All function keys will operate in the normal mode.

PWPR Print WtW Participant Reporting Screen

PWPR Print WtW Participant Report	
Retrieve Existing Report, Enter (Y)es or (N)o	N
Enter Report Beginning Date	MM/DD/YYYY
Enter Report Ending Date	MM/DD/YYYY
Enter Agency Code	_____
Enter Grant Code	_____
(S)ummary or (I)ndividual Report	I
Create Transfer File (Y/N)	N

PWPR Report Layout

WELFARE TO WORK PARTICIPANT REPORT			
=====			
Subgrantee Name and Address:	Subgrantee Code:		
	Grant Code:		
	Report Range: MM/DD/YYYY to MM/DD/YYYY		
	Agency:		
=====			
I. SUBGRANT INFORMATION			
A. Report Revision Number			99
B. Subgrant/Contract Number			!!!!!!
C. Subgrant Term	From	MM/DD/YYYY	
	To	MM/DD/YYYY	
=====			
II. PARTICIPANT SUMMARY		CUMULATIVE TOTALS	
A. Total Participants Enrolled			999,999
B. Total Participants Served			999,999
1. Required Beneficiaries (70% of \$MINIMUM)			999,999
2. Other Eligibles (30% of \$MAXIMUM)			999,999
C. Total Participants Terminated			999,999
1. Required Beneficiaries (70% of \$MINIMUM)			999,999
2. Other Eligibles (30% of \$MAXIMUM)			999,999
D. Placed in Unsubsidized Employment			999,999
1. Greater than or equal to 30 hours per week			999,999
2. Less than 30 hours per week			999,999
E. Employed in Unsubsidized Employment When Entering WtW			999,999
1. Greater than or equal to 30 hours per week			999,999
2. Less than 30 hours per week			999,999
F. Placed in Subsidized Employment			999,999
1. Greater than or equal to 30 hours per week			999,999
2. Less than 30 hours per week			999,999
G. Transfers			999,999
1. Transfer from Grant 800 to Grant 801			999,999
2. Transfer Eligibility from 30% to 70% within the Same Grant			999,999
=====			

III. ACTIVITIES SUMMARY

A. Total Activities

1. Community Service	999,999
2. Work Experience	999,999
3. Public Sector Employment Wage Subsidy	999,999
4. Private Sector Employment Wage Subsidy	999,999
5. On-the-Job Training	999,999
6. Job Readiness Service	999,999
7. Job Placement Services	999,999
8. Post-Employment Services	999,999
9. (No Longer in Use)	999,999
10. Support Services	999,999
11. Other Employment Activities	999,999
12. (No Longer in Use)	999,999
13. In-depth Assessment, Individualized Service, Case Mgmt	999,999

=====

IV. Total Accrued Expenditures	999,999
V. Individual Development Accounts	999,999
VI. Comments:	

Name	Title	Phone No. 999-999-9999	Signature
Contact Person	Title	Phone No. 999-999-9999	Date Submitted MM/DD/YYYY

Extract WtW Individual Participant Data

This chapter provides instructions to run the Extract WtW Individual Participant Data (XWPD) program in the Job Training Automation (JTA) system and then view a summary report.

When this program is run, the system will select Welfare-to-Work (WtW) participants who are both enrolled **and** have a first date participant served and create a transfer file for submission to the State. This report should be generated and transferred in conjunction with the Print WtW Participant Report (PWPR).

This screen can be found on the State Reporting Menu (MSR).

Line Item Instructions

The following are line item instructions for the WtW XWPD screen.

Enter Ending Period (MM/YYYY):	Enter the report ending date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
---------------------------------------	--

After the single field has been entered, the record may be filed by using the **<File>** key.

This screen is unlike other entry screens in the WtW module as its sole purpose is to create a transfer file for transmission to the state. When a report ending date is entered and the **<File>** key is used, the system gathers application and case data for all WtW participants who have a date first participant served. A report that shows a total number of records that were selected for transfer to the state is viewable in the Report Input/Output Handler (RIOH).

Function Keys

The only function keys available for this screen are the **<Clear>**, **<File>**, and **<Exit>** functions.

XWPD Extract WtW Individual Participant Data

XWPD Extract WtW Individual Participant Data

Enter Ending Period (MM/YYYY): /

XWPD Report Sample

XWPD Extract WtW Individual Participant Data
Report Totals

Userid !!!!!!!
Run Date: MM/DD/YYYY
Run Time: HH/MM

App recs: !!!!

Case recs: !!!!

Total recs: !!!!

File Location:/home/ed/jta/jtasa/sda/xxx/runtime/transfer/XWPD_XXX_200001_01.xtr

XWPD Extract Completed Successfully.

Chapter
12

Print WtW Registration Listing

This chapter provides instructions to retrieve, view, and print the Welfare-to-Work (WtW) registration listing (PWRL) from the Job Training Automation (JTA) system.

This program is used to extract the WtW registration information from the JTA system.

The system will select WtW registrants from the system for the specified time period entered by the user.

Line Item Instructions

The following are line item instructions for the WtW Registration Listing option screen.

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
<i>Enter Report Beginning Date</i>	Enter the report beginning date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Enter Report Ending Date</i>	Enter the report ending date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Eligibility Code</i>	Enter the eligibility code for this report. This is an optional field. If this field is null, the program will retrieve registration information for all eligibility codes. Conditional operators are operational.

After all fields have been entered, the record may be filed by using the **<File>** key.

Function Keys

All function keys will operate in the normal mode.

PWRL Print WtW Registration Listing Option Screen

PWRL

Print WtW Registration Listing

Retrieve Existing Report, Enter (Y)es or (N)o

N

Enter Report Beginning Date

MM/DD/YYYY

Enter Report Ending Date

MM/DD/YYYY

Eligibility Code

!

PWRL Report Layout

000	PWRL	SDA NAME	HEADING	run time	run date
001	opr id				
002		WELFARE TO WORK REGISTRATION LISTING			
003		FOR MM/DD/YYYY TO MM/DD/YYYY			
004					
005				TANF	30 MTHS 10%
006	SEQ	REGISTRANT NAME	APP NUM	SSN	BIRTH DATE AGE APP DATE CASE NUM TANF WIN ELIG CLIENT PHONE
007	===	=====	=====	=====	=====
008	999	!!	99999999	999-99-9999	MM/DD/YYYY 99 MM/DD/YYYY !!!!!!!!!!!
009	999	!!	99999999	999-99-9999	MM/DD/YYYY 99 MM/DD/YYYY !!!!!!!!!!!
010	999	!!	99999999	999-99-9999	MM/DD/YYYY 99 MM/DD/YYYY !!!!!!!!!!!
011	999	!!	99999999	999-99-9999	MM/DD/YYYY 99 MM/DD/YYYY !!!!!!!!!!!
012	999	!!	99999999	999-99-9999	MM/DD/YYYY 99 MM/DD/YYYY !!!!!!!!!!!
013	999	!!	99999999	999-99-9999	MM/DD/YYYY 99 MM/DD/YYYY !!!!!!!!!!!
014					
015					
016		TOTAL REGISTRANTS = 999			
017					
018		PAGE: 99			

Print WtW Client Action Report

This chapter provides instructions to retrieve, view, and print the Welfare-to-Work (WtW) Client Action Report (PWAR) from the JTA system.

This program is used to extract the WtW client information from the Job Training Automation (JTA) system when an action is needed.

The system will select WtW clients from the system for the time period specified by the user.

Line Item Instructions

The following are line item instructions for the WtW Client Action Report option screen.

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
<i>Enter Y to Report</i>	Enter Y to select the different client action reports. Default is set to N . The items to be selected are as follows: <ul style="list-style-type: none"> • Application Incomplete • Estimate Completion Will Be Reached • Termination Due • Monthly Activity Due • 30-Day Follow-up Due • 60-Day Follow-up Due • 13-Week Follow-up Due • 180-Day Follow-up Due
<i>Enter Report Ending Date</i>	Enter the report ending date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Grant Code</i>	Enter the eligibility code for this report. This is an optional field. If this field is null, the program will retrieve registration information for all eligibility codes. Use the <F1> key to see a valid list of grant codes.

After all fields have been entered, the record may be filed by using the **<File>** key.

Function Keys

All function keys will operate in the normal mode.

PWAR Print WtW Client Action Report Option Screen

PWAR	Print WtW Client Action Report
Retrieve Existing Report, Enter (Y)es or (N)o	N
Enter "Y" to Report	
Application Incomplete	N
Estimate Completion Will be Reached	N
Termination Due	N
Monthly Activity Due	N
30 Day Follow-up Due	N
60 Day Follow-up Due	N
13 Week Follow-up Due	N
180 Day Follow-up Due	N
Enter Report Ending Date	MM/DD/YYYY
Grant Code	!

PWAR Report Layout

```
000001234567890123456789012345678901234567890123456789012345678901234567890123456789012345667890123
000 |PWAR                      SDA NAME HEADING                      run date
001 |opr id                      run time
002 |                      WELFARE TO WORK CLIENT ACTION REPORT
003 |                      FOR MM/DD/YYYY TO MM/DD/YYYY
004 |
005 |GRANT: !!! !!!!!!!!!!!!!!!!!!!!!!!
006 |
007 |SEQ CLIENT NAME          APP NUM CASE NUM ENRL DATE  EVENT STATUS          ACTION
                                DUE DATE
008 |=== =====
009 |999 !!!!!!!!!!!!!!!!!!!!!!! 9999999 9999999 MM/DD/YYYY !!!!!!!!!!!!!!!!!!!!!!! MM/DD/YYYY
010 |999 !!!!!!!!!!!!!!!!!!!!!!! 9999999 9999999 MM/DD/YYYY !!!!!!!!!!!!!!!!!!!!!!! MM/DD/YYYY
011 |999 !!!!!!!!!!!!!!!!!!!!!!! 9999999 9999999 MM/DD/YYYY !!!!!!!!!!!!!!!!!!!!!!! MM/DD/YYYY
012 |999 !!!!!!!!!!!!!!!!!!!!!!! 9999999 9999999 MM/DD/YYYY !!!!!!!!!!!!!!!!!!!!!!! MM/DD/YYYY
013 |999 !!!!!!!!!!!!!!!!!!!!!!! 9999999 9999999 MM/DD/YYYY !!!!!!!!!!!!!!!!!!!!!!! MM/DD/YYYY
014 |999 !!!!!!!!!!!!!!!!!!!!!!! 9999999 9999999 MM/DD/YYYY !!!!!!!!!!!!!!!!!!!!!!! MM/DD/YYYY
015 |
016 |
029 |
```

Print WtW Status Roster

This chapter provides instructions to retrieve, view, and print the Welfare-to-Work (WtW) Status Roster (PWSR) from the Job Training Automation (JTA) system.

This program is used to extract the WtW client information from the JTA system. This status roster will list clients who are enrolled and who have activity records on file.

The system will select WtW clients from the system for the specified time period entered by the user.

Line Item Instructions

The following are line item instructions for the WtW Status Roster option screen.

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
<i>Enter Report Beginning Date</i>	Enter the report beginning date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Enter Report Ending Date</i>	Enter the report ending date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<i>Include Detail for All Placements</i>	Enter Y if you want to include all employment records for the client. Enter N if you want to list the last employment for the client.
<i>Agency Code</i>	Enter the agency code. If the agency code is not known, use the <F1> key to display a window of valid agency codes. Conditional operators can be used to retrieve multiple agencies. Leave this field blank if all agencies are needed on this report.

<i>Grant Code</i>	Enter the grant code. If the grant code is not known, use the <F1> key to display a window of valid grant codes. Conditional operators can be used to retrieve multiple grant codes. Leave this field blank if all grant codes are needed on this report.
<i>Activity Code</i>	Enter the activity code. If the activity code is not known, use the <F1> key to display a window of valid activity codes. Conditional operators can be used to retrieve multiple activity codes. Leave this field blank if all activity codes are needed on this report.
<i>Option Code</i>	Enter the option code. If the option code is not known, use the <F1> key to display a window of valid option codes. Conditional operators can be used to retrieve multiple option codes. Leave this field blank if all activity codes are needed on this report.
<i>Report Break Item(s)</i>	This field is required. The report break items are: ACTIVITY; or AGENCY; or OPTION; or AGENCY/ACTIVITY; or AGENCY/OPTION.

After all fields have been entered, the record may be filed by using the **<File>** key.

Function Keys

All function keys will operate in the normal mode.

PWSR Print WtW Status Roster Screen

PWSR	Print WtW Status Roster	
Retrieve Existing Report, Enter (Y)es or (N)o		N
Enter Report Beginning Date		MM/DD/YYYY
Enter Report Ending Date		MM/DD/YYYY
Include detail for all placements		N
Agency Code		_____
Grant Code		_____
Activity Code		_____
Option Code		_____
Report Break Item(s)		_____

PWSR Report Layout

[illegible]

Print WtW Registration Form

This chapter provides instructions to retrieve, view, and print a completed Welfare-to-Work (WtW) Registration Form (EWRF) from the Job Training Automation (JTA) system.

This program is used to print out information that was entered on the EWRF form.

Line Item Instructions

The following are line item instructions for the Print WtW Registration Form (PWRF).

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Application Number	Enter the WtW application number you wish to print.
<i>Include signature Block (Y/N)</i>	If you wish the printed WtW Registration form to include a signature block for the applicant, choose Y . If no signature block is desired, select N .

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

PWRF Print WtW Registration Form Screen

PWRF	Print WtW Registration Form
Retrieve Existing Report, Enter (Y)es or (N)o	N
App Number	1234567
Include Signature Block (Y/N)	N

This is an example of the PWRF, which includes the signature block.


```

000 | PWRF                                WELFARE TO WORK REGISTRATION FORM                                MM/DD/YYYY
001 | !!!!!!!!!                            HH:MM:SS
002 |
003 | App Num  !!!!!!!!!    App Date  MM/DD/YYYY                                SSN  !!!-!!-!!!!
004 |
008 | Client Name  !!!!!!!!!!!!!!!!!!!!!!!
008 | Address      !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
009 |              !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
010 | Mail Address !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
011 |              !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
012 | Phone        !!!-!!!-!!!!
013 | Message Phone      !!!-!!!-!!!!
014 |
015 | Gender       !!!!!!!
016 | Birthdate    MM/DD/YYYY
017 | Age          !!
020 | Num Dependents  !!
021 | Non-Custodial Parent  !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
022 | Alien Doc      !!!!!!!!!!!!!!!!!!!
023 | TANF Case Num  !!!!!!!!!!!!!!!
024 | Reading Grade  99.9                                Math Grade  99.9
025 | Higest Grade Completed  !!
026 |
027 | Within 12 Mths Limit  !!!                                TANF Assist >= 30 Mths  !!!
028 | School Dropout      !!!                                Received GED  !!!
029 | Lim English Speaking  !!!                                10% Window Eligible  !!!
030 | Teen Pregnancy      !!!                                Teen Parent  !!!
031 | Poor Work History    !!!                                Homeless  !!!
032 | Disabled            !!!                                Substance Abuse  !!!
033 | Locally Defined Char  !!!                                State Match  !!!
034 |
035 | Citizen          !                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
036 | Education Status  !                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
037 | Eligibility      !!                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
038 | Ethnicity        !!!                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
039 | GEO              !!!!!!!                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
040 |
041 | Interviewer      !!!!!!!                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
042 | Reviewer         !!!!!!!                                !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
043 |
044 | Client Certification: My signature below indicates that I have been informed of and
045 | understand the information contained on this form. I certify under penalty of perjury
046 | that all of the above information is true and complete. I agree that any information
047 | I have supplied is subject to verification. I understand that falsification of any
048 | item is grounds for termination from the Welfare to Work program and may result in
049 | action to recover any moneys paid to me while participating.
050 |
051 | _____
052 | Signature of Client                                Date  _____
053 |
054 | _____
055 | Signature of Parent, Guardian or Other Responsible Adult  Date  _____
056 |
057 | _____
058 | Signature of Interviewer                                Date  _____
059 |
060 | _____
061 | Signature of Reviewer                                Date  _____
062 |

```

Print WtW Enrollment Form

This chapter provides instructions to retrieve, view, and print a completed Welfare-to-Work (WtW) Enrollment Form (EWEF) from the Job Training Automation (JTA) system.

This program is used to print out information that was entered on the EWEF form.

Line Item Instructions

The following are line item instructions for the Print WtW Enrollment Form (PWEF).

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Case Number	Enter the WtW Case number you wish to print.
<i>Include Signature Block (Y/N)</i>	If you wish the printed WtW Enrollment form to include a signature block for the applicant, choose Y . If no signature block is desired, select N .

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode.

PWEF Print WtW Enrollment Form

PWEF Print WtW Enrollment Form	
Retrieve Existing Report, Enter (Y)es or (N)o	N
Case Number	1234567
Include Signature Block (Y/N)	N

This is an example of the PWEF which includes the signature block.

PWEF Report Layout

```

      1      2      3      4      5      6      7      8
0123456789012345678901234567890123456789012345678901234567890
-----
000 | PWEF                                WELFARE TO WORK ENROLLMENT FORM          MM/DD/YYYY
001 | !!!!!!!!!                               HH:MM:SS
002 |
003 | Case Num  !!!!!!!!!
004 | App Num   !!!!!!!!!
005 |
006 | Client Name  !!!!!!!!!!!!!!!!!!!!!!!
007 | SSN          !!!-!!-!!!!
008 |
009 | Assessment Prior to Enrollment  !!!
010 | Assessment Date                MM/DD/YYYY
011 |
012 | Enrollment Date                MN/DD/YYYY
013 | Enrolmmnt Code                 !
014 | Enrollment Code Description    !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
015 |
016 | Program Type                   !
017 | Program Type Description       !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
018 |
019 | Grant Code                     !!!
020 | Grant Code Description         !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
021 |
022 | YOA                               YYYY
023 | Agency Code                     !!!
024 | Agency Name                     !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
025 |
026 | Enrolling Staff ID              !!!!!
027 | Enrolling Staff Name            !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
028 |
029 |
030 | _____
031 | Signature
032 |
033 | _____
034 | Title                               Date
035 |

```

Print WtW Employment Records

This chapter provides instructions to retrieve, view, and print a completed Welfare-to-Work (WtW) Employer Form (EWER) from the Job Training Automation (JTA) system.

This program is used to print out information that was entered on the EWER form. All employment records for the case will be retrieved for the report.

Line Item Instructions

The following are line item instructions for the Print WtW Employment Records (PWER).

Retrieve Existing Report, Enter (Y)es or (N)o	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Case Number	Enter the WtW Case number you wish to print.

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode.

PWER – Print WtW Employment Records

PWER	Print WtW Employment Records
Retrieve Existing Report, Enter (Y)es or (N)o N	
Case Number	1234567

POWER Report Layout

Welfare to Work Employment Records Report												
MM/DD/YYYY	PWER	Case Num	Client Name	SSN	App Num	Program Type	Job	Concur	Hrs	Hrly	Sector	Fringe
HH:MM:SS		Date	Employer/Employee Contact		Staff		Code/Title	Emplmt	Wk	Wage	Type	Bene
000												
001	!!!!!!!			!!!-!!-!!!!								
002												
003												
004												
005												
006												
007												
008												
009	!! !!!	MM/DD/YYYY	!!!!!!!	!!!!!!!-!!!				!!!	999.9	999.99	999.99	!
010	!!!!		!!!!!!!	!!!!!!!-!!!								!!!
011			!!!!!!!	!!!!!!!-!!!								
012			!!!!!!!	!!!!!!!-!!!								
013												
014												
015												
016												
017	!! !!!	MM/DD/YYYY	!!!!!!!	!!!!!!!-!!!				!!!	999.9	999.99	999.99	!
018	!!!!		!!!!!!!	!!!!!!!-!!!								!!!
019			!!!!!!!	!!!!!!!-!!!								
020			!!!!!!!	!!!!!!!-!!!								
021												
022												
023												
024												
025	!! !!!	MM/DD/YYYY	!!!!!!!	!!!!!!!-!!!				!!!	999.9	999.99	999.99	!
026	!!!!		!!!!!!!	!!!!!!!-!!!								!!!
027			!!!!!!!	!!!!!!!-!!!								
028			!!!!!!!	!!!!!!!-!!!								

Print WtW Termination Form

This chapter provides instructions to retrieve, view, and print a completed Welfare-to-Work (WtW) Termination Form (EWTF) from the Job Training Automation (JTA) system.

This program is used to print out information that was entered on the EWTF form.

Line Item Instructions

The following are line item instructions for the Print WtW Termination Form (PWTF).

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Case Number	Enter the WtW Case number you wish to print.
Include Signature Block (Y/N)	Default is set to N . If you wish the printed WtW Termination Form to include a signature block for the participant's signature, enter Y .

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode.

PWTF Print WtW Employment Records

This is an example of the PWFT. All employment records for a specific case will be retrieved.

PWTF	Print WtW Termination Form
Retrieve Existing Report, Enter (Y)es or (N)o	N
Case Number	1234567
Include Signature Block (Y/N)	N

This is an example of the PWTF which includes the signature block.

PWTF Report Layout

	1	2	3	4	5	6	7	8
	01234567890123456789012345678901234567890123456789012345678901234567890							
000	PWTF		WELFARE TO WORK TERMINATION FORM				MM/DD/YYYY	
001	!!!!!!!						HH:MM:SS	
002								
003	Case Num	!!!!!!!						
004	App Num	!!!!!!!						
005								
006	Client Name	!!!!!!!!!!!!!!!!!!!!!!						
007	SSN	!!!-!!-!!!!						
008								
009	Program Type	!						
010	Program Type Description	!!!!!!!!!!!!!!!!!!!!!!!!!!!!						
011								
012	Grant Code	!!!						
013	Grant Code Description	!!!!!!!!!!!!!!!!!!!!!!!!!!!!						
014								
015	Agency Code	!!!						
016	Agency Name	!!!!!!!!!!!!!!!!!!!!!!!!!!!!						
017								
018	Increased Wages	!!!						
019	Termination Code	!!						
020	Termination Code Description	!!!!!!!!!!!!!!!!!!!!!!!!!!!!						
021	Termination Date	MM/DD/YYYY						
022								
023	Termination Staff ID	!!!!						
024	Termination Staff Name	!!!!!!!!!!!!!!!!!!!!!!!!!!!!						
025								
026								
027								
028	Signature							
029								
030								
031	Title		Date					
032								

Print WtW Monthly Activity Report

This chapter provides instructions to retrieve, view, and print Welfare-to-Work (WtW) monthly activity information. By using the “all enrolled” option, case records that do **not** have an associated EMAF record but meet the other selection criteria will also be retrieved.

Line Item Instructions

The following are line item instructions for the Print WtW Monthly Activity Report (PMAR).

Retrieve Existing Report, Enter (Y)es or (N)o	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Enter Report Beginning Period	Enter the beginning date for which you would like records to be retrieved. Format is MM/YYYY .
Enter Report Ending Period	Enter the ending date for which you would like records to be retrieved. Format is MM/YYYY .
Sort by (A)gency or (G)rant	This report will sort by either agency code or grant code. Default is set to (G)rant .
Agency Code	If you wish to see records for all agencies, you may enter % or leave the field blank. If you wish to see records for one agency only, enter the agency number here. You may retrieve records for more than one specific agency by separating the desired agency codes by the pipe symbol.
Grant Code	If you wish to see records for all WtW grant codes, you may enter % or leave the field blank. If you wish to see records for one grant code only, enter the grant code. You may retrieve for multiple WtW grants by separating the desired grant codes by the pipe symbol.

Case Number	You may retrieve records for a specific case or multiple cases. For one case, enter the WtW case number you wish to retrieve. For multiple cases, enter the WtW case numbers separated by the pipe symbol.
Include all enrolled (Y/N)	Default is set to N . To retrieve <u>all</u> WtW case records for which there is an enrollment, including those with no activities, enter Y .

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode. The **<F1>** key will provide a list of valid codes when used on the "Agency Code" and "Grant Code" fields.

PMAR Print WtW Monthly Activity Report

PMAR Print WtW Monthly Activity Report	
Retrieve Existing Report, Enter (Y)es or (N)o	N
Enter Report Beginning Period	MM/YYYY
Enter Report Ending Period	MM/YYYY
Sort by (A)gency or (G)rant	G
Agency Code	_____
Grant Code	_____
Case Number	_____
Include all enrolled? (Y/N)	N

PMAR Report Layout

[illegible]

Print WtW Follow-Up Report

This chapter provides instructions to retrieve, view, and print out the results of the follow-up conducted by the University of California, Berkeley (UCB).

After interviews are conducted and results are returned to the State, a file is loaded by the State into the databases of individual Welfare-to-Work (WtW) subgrantees. The information is not available to the subgrantees until the file is loaded.

Line Item Instructions

The following are line item instructions for the Print WtW Follow-Up Report (PWFU).

Retrieve Existing Report, Enter (Y)es or (N)o	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Grant Code	If all grant codes are desired, enter % . If only one grant code is desired, enter that grant code here. Multiple grant codes may be entered by separating the desired codes by the pipe symbol.
Agency Code	If all agency codes are desired, enter % . If only one agency code is desired, enter that agency code here. Multiple agency codes may be entered by separating the desired codes by the pipe symbol.
Include Agency Break	Default is set to N . Enter Y if you want the report to break by agency as well as grant code.
Report Period End	Enter the report period.

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode. The <F1> key will provide a list of valid codes when used on the “Agency Code” and “Grant Code” fields.

PWFI Report Layout

PWFI	Print WtW UCB Individual Follow-up Report	
	Retrieve Existing Report, Enter (Y)es or (N)o	N
	Grant Code	!!!!!!!!!!!!!!!!!!!!
	Agency Code	!!!!!!!!!!!!!!!!!!!!
	Include Agency Break	N
	Report Period End	MM/YYYY

PWFI Print WtW Individual Follow-Up Report

```

1      2      3      4      5      6      7      8      9      10     11     12     13     14     15
0123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
-----
000 PWFI                                     Print WtW UCB Individual Follow-up Report                                     MM/DD/YYYY
001 !!!!!!!                                XXX XXXXXXXXXXXXXXXXXXXXXXXXXX                                HH:MM:SS
002                                     Reporting Period: MM/YYYY
003
004
005 Subgrantee Code: !!! !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
005 Agency Code: !!! !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
006
007
008                                     -----REASONS UNEMPLOYED-----
009                                     -----CUSTOMER SATISFACTION-----
010
011 Case      $ Earn  Hrs   Hourly  Hrly Wg  Any Wrk  Any Wrk  No      Lacks  Can't  Illness  Satis  Met  Ideal  Recommend  Use
011 Number   SSN      26 Wk  Wrkd   Wage    Calc    Qtr 2   Qtr 3   Trans  Child Care  Find Job  Injury  Pgm   Expect  Pgm   Pgm   Again
011 -----
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
011 !!!!!!!  !!!-!!-!!!!  99,999  999   999.99  999.99  !      !      !      !      !      !      !      !      !      !      !
012 -----

```

Print WtW Summary Follow-Up Report

This chapter provides instructions to retrieve, view, and print out the **summary** results of the follow-up conducted by the University of California, Berkeley (UCB).

After interviews are conducted and results are returned to the State, a file is loaded by the State into the databases of individual Welfare-to-Work (WtW) subgrantees. The information is not available to the subgrantees until the file is loaded.

Line Item Instructions

The following are line item instructions for the Print WtW Summary Follow-up Report (PWFS).

Retrieve Existing Report, Enter (Y)es or (N)o	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Grant Code	If all grant codes are desired, enter % . If only one grant code is desired, enter that grant code here. Multiple grant codes may be entered by separating the desired codes by the pipe symbol.
Report Period End	Enter the report period for which you want records. Format is MM/YYYY..

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode. The **<F1>** key will provide a list of valid codes when used on the "Grant Code" field.

PWFS Print WtW UCB Individual Follow-Up Report

PWFS Print WtW UCB Individual Follow-up Report

Retrieve Existing Report, Enter (Y)es or (N)o N

Grant Code !!!!!!!!!!!!!!!!!!!!!

Report Period End MM/YYYY

PWFS Report Layout

1 2 3 4 5 6 7 8
0123456789012345678901234567890123456789012345678901234567890

000 |PWFS Print WtW UCB Summary Follow-up Report MM/DD/YYYY
001 |!!!!!!! XXX XXXXXXXXXXXXXXXXXXXXXXXX HH:MM:SS
002 | Reporting Period: MM/YYYY
003 |
004 | Subgrantee Code: !!! !!!!!!!!!!!!!!!!!!!!!!!!!!!!!
005 |
006 | Number Sampled 999,999
007 | Number Interviewed 999,999
008 | Number Retained 999,999
009 | Retention Rate 999.99
010 | Average Weekly Earnings 9,999.99
011 | Average Hourly Wage 99.99
012 | Sum of Earnings for Retention 99,999.99
013 | Sum of Earnings for Placement 99,999.99
014 | Sum of Earnings for Placement 26th Wk 99,999.99
015 | Earnings Gained 999.9
016 | Sum of Extra Earnings 99,999.99
017 | Number with Same Employer 999,999
018 | Percent Any Work Qtr 2 999.9
019 | Percent Any Work Qtr 3 999.9
020 | Percent No Transportation 999.9
021 | Percent Lacks Child Care 999.9
022 | Percent Cannot Find Job 999.9
023 | Percent Illness or Injury 999.9
024 | Percent Other 999.9
025 | Average Satisfied Program 99.9
026 | Average Met Expectation 99.9
027 | Average Ideal Program 99.9
028 | Average Recommend Program 99.9
029 | Average Use Again 99.9
030 | Response Rate 999.99
031 |

Chapter 22

Print WtW Base Wage Report

This chapter provides instructions to retrieve, view, and print out the Base Wage information after it is returned from Labor Market Information Division (LMID).

After LMID compares the wages and results are returned to the State, a file is loaded by the State into the databases of individual Welfare-to-Work (WtW) subgrantees. The information is not available to the subgrantees until the file is loaded.

Line Item Instructions

The following are line item instructions for the Print WtW Base Wage Report (PWBG).

<i>Retrieve Existing Report, Enter (Y)es or (N)o</i>	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Grant Code	If all grant codes are desired, enter %. If only one grant code is desired, enter that grant code here. Multiple grant codes may be entered by separating the desired codes by the pipe symbol.
Agency Code	If all agency codes are desired, enter %. If only one agency code is desired, enter that agency code here. Multiple agency codes may be entered by separating the desired codes by the pipe symbol.
<i>Include Agency Break</i>	Default is set to N . Enter Y if you want the report to break by agency as well as grant code.
<i>Report End Date</i>	Enter the end of the report period for which you want to retrieve data. Format is MM/DD/YYYY .
Include Detail?	Default is set to N . If detail to the case level is desired, enter Y .

After all fields have been entered, the record may be filed by using the **<File>** key. When the Report Input/Output Handler (RIOH) appears, name your report and **<File>** again. You may then view and print the report as usual.

Function Keys

All function keys will operate in the normal mode. The <F1> key will provide a list of valid codes when used on the "Grant Code" and "Agency Codes" fields.

PWBG Print WtW Base Wage Report

PWBG Print WtW Base Wage Report	
Retrieve Existing Report, Enter (Y)es or (N)o	N
Grant Code	!!!!!!!!!!!!!!!!!!!!
Agency Code	!!!!!!!!!!!!!!!!!!!!
Include Agency Break	N
Report End Date	MM/YYYY
Include detail?	N

PWBG Report Layout

```

1      2      3      4      5      6      7      8
0123456789012345678901234567890123456789012345678901234567890
-----
000 |PWBG          Print WtW Base Wage Report          MM/DD/YYYY
001 |!!!!!!!      XXX XXXXXXXXXXXXXXXXXXXXXXXX      HH:MM:SS
002 |          Report End Date: MM/DD/YYYY
003 |
004 |
005 | Subgrantee Code: !!! !!!!!!!!!!!!!!!!!!!!!!!!!!!!!
005 | Agency Code: !!! !!!!!!!!!!!!!!!!!!!!!!!!!!!!!
006 |
007 | Retained 6 months in Unsubsidized Employment          999,999
008 | Earnings gained in 6 months following Placement in Unsub Emplmt 9999.99%
009 | Sum of Earnings of those Retained in 2nd Subsequent Quarter 999,999,999.99
010 | Sum of Earnings of Same Group in Base Quarter          999,999,999.99
011 |
012 | Case          Date  Earnings  Earnings  Earnings
013 | Number    SSN    Employed  Quarter 1  Quarter 2  Quarter 3
014 |-----
015 |!!!!!!!  !!!-!!-!!!! MM/DD/YYYY 999,999.99 999,999.99 999,999.99
015 |!!!!!!!  !!!-!!-!!!! MM/DD/YYYY 999,999.99 999,999.99 999,999.99
015 |!!!!!!!  !!!-!!-!!!! MM/DD/YYYY 999,999.99 999,999.99 999,999.99
015 |!!!!!!!  !!!-!!-!!!! MM/DD/YYYY 999,999.99 999,999.99 999,999.99
015 |!!!!!!!  !!!-!!-!!!! MM/DD/YYYY 999,999.99 999,999.99 999,999.99
015 |!!!!!!!  !!!-!!-!!!! MM/DD/YYYY 999,999.99 999,999.99 999,999.99
016 |

```